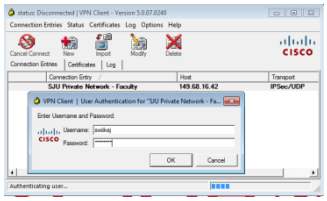
PAF Faculty User Manual

These are the steps to submit a PAF.

Note: You should log onto the network as yourself when you submit a PAF.

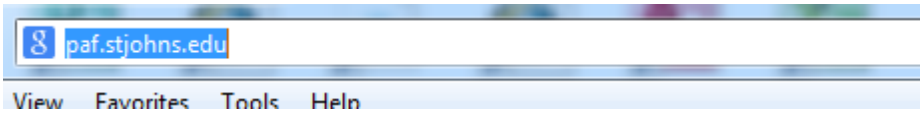
1. Open an Internet Browser. (e.g. Internet Explorer).

Note: If you are doing this submission **off-campus** you must log into VPN first.

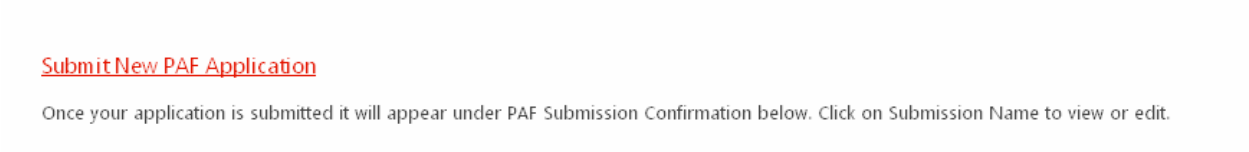


Login into VPN and continue the steps below.

2. Type paf.stjohns.edu on the URL line.

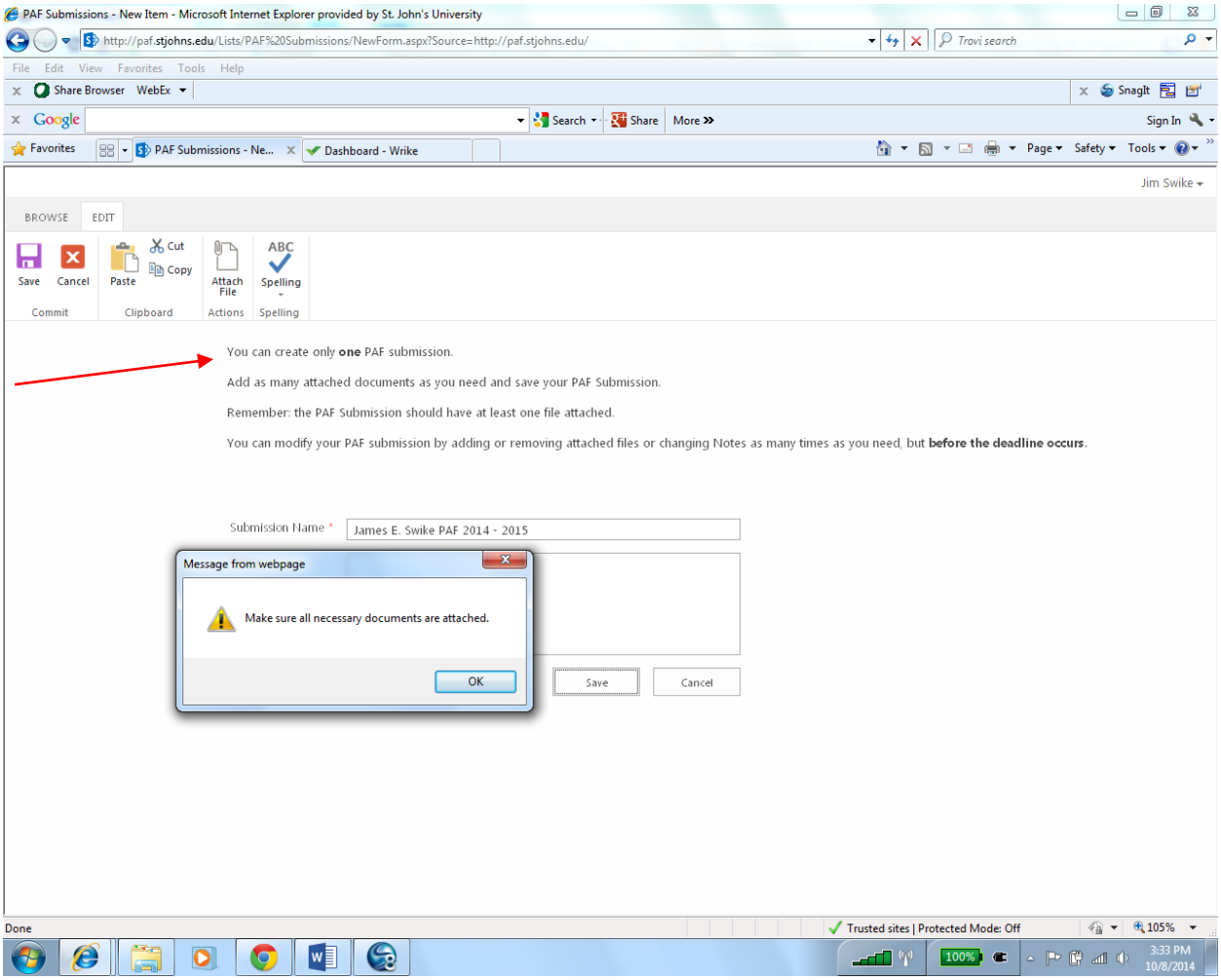


3. Click on:

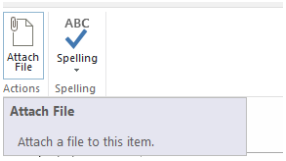

Submit New PAF Application
Once your application is submitted it will appear under PAF Submission Confirmation below. Click on Submission Name to view or edit.

4. The suggested naming convention for the submission name box is Last Name, First Name PAF 2014-2015. If you do not attach at least one file, you will receive an error message.

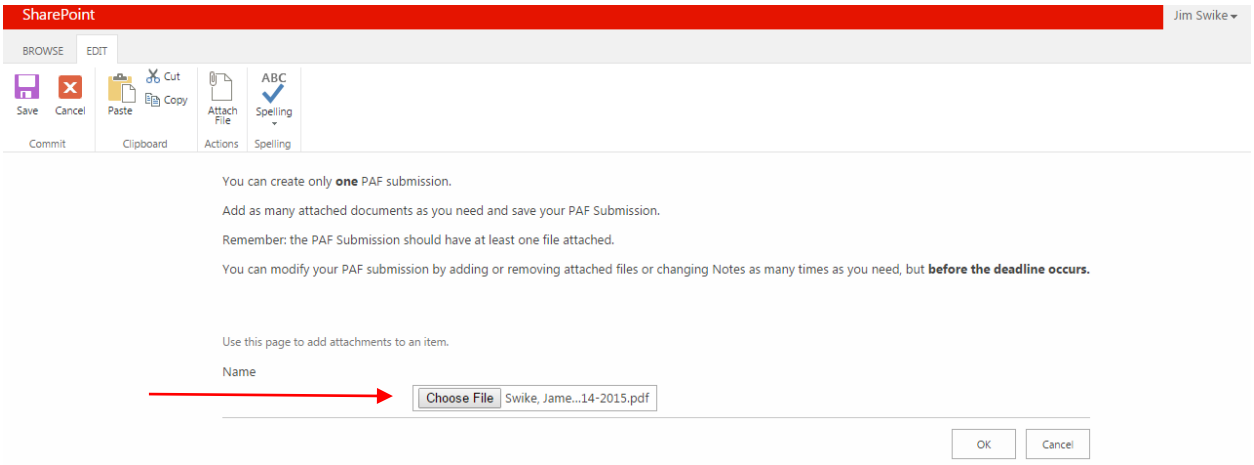
   Note: You can only create one PAF Submission. You can edit and append to your PAF. Please read the note that appears above the submission box.



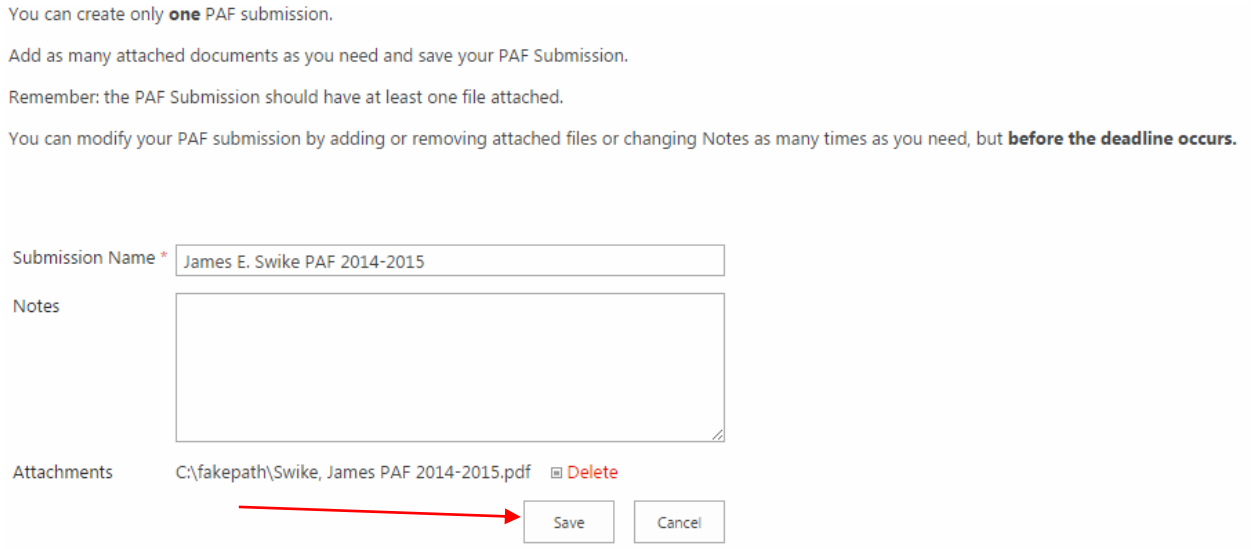
5. Click Attach File.



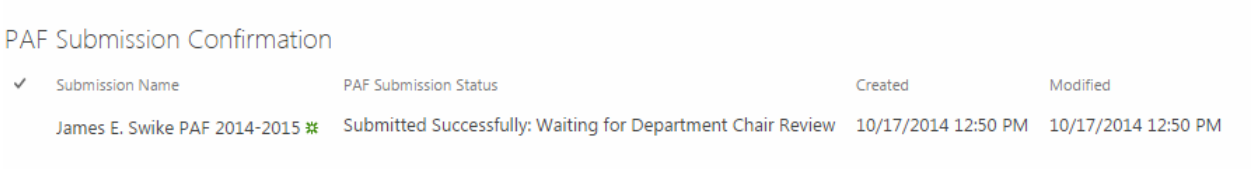
6. Browse and choose file. Repeat steps 5 and 6 for additional files.



7. After all files are attached, click Save.


You can create only one PAF submission.
Add as many attached documents as you need and save your PAF Submission.
Remember: the PAF Submission should have at least one file attached.
You can modify your PAF submission by adding or removing attached files or changing Notes as many times as you need, but before the deadline occurs.
Submission Name *
James E. Swike PAF 2014-2015
Notes
Attachments
C:\fakepath\Swike, James PAF 2014-2015.pdf
Delete
Save
Cancel

8. You receive an acknowledgement on the screen, once the PAF has been uploaded by the PAF application:



9. You will also receive a Submission Confirmation email with the following information:

Fri 10/17/2014 12:54 PM

PAF <pafactionalert@stjohns.edu>

PAF Submission Conformation

To Jim Swike

Your PAF Submission has been received by your Department Chair.

You can modify your submission before the deadline occurs.

Any questions about submitting PAFs, please contact the E-Studio, Bent Hall Room 448, 718-990-6402 estudio@stjohns.edu.